

Memorandum

To: Chairman and Commissioners

Date: September 20, 2001

From: Robert I. Remen

File No: Book Item 4.4
Information

**INFORMATIONAL REPORT ON TREATMENT OF
TRAFFIC CONGESTION RELIEF PROGRAM (TCRP)
DELEGATED MAJOR/MINOR AMENDMENTS UNDER
RESOLUTION G-01-23**

Issue:

The Commission, at its July 11-12, 2001 meeting, requested further clarification between major and minor amendments regarding “original project purpose and need”. Commission and Department staff were to provide this clarification at the October 3-4, 2001 Commission meeting.

Clarification:

To provide further clarification as requested by the Commission, the policy resolution was revised to specifically state that minor project changes may be approved by the Commission and Department Traffic Congestion Relief (TCR) Program Managers through the delegated approval authority if the amendment is consistent with the “original project *scope*, purpose and need in the approved project application”.

A minor change under delegated approval authority is defined by staff as a change in scope where the resulting project would still be consistent with the purpose and need as approved in the original project application, would not impact the completion schedule for the project, would not trigger an alternate project proposed, and would not require any additional commitment of funding.

Background:

The TCRP statutes and Commission guidelines (G-00-23) specifically state that the Commission’s approval of the project application approves the schedule for each project phase’s implementation by fiscal year, and allow the Commission to approve changes in project scope, cost, or schedule of any phase of work as long as the requested changes are consistent with the purpose of the project in the approved application.

To assist the Commission in meeting its intent to expedite project amendments consistent with its oversight responsibilities, Commission and Department staff identified the types of project changes that may occur, and the most efficient approval actions to assist in the timely delivery of the projects. These actions included delegated approval authority to Commission and Department TCR Program Managers for minor project

changes requested by the applicant agency and the Commission's approval for major project changes. (If the TCR Program Managers disagree on whether the amendment is a major or minor amendment it will go to the Commission for action.)

The Commission, at its July 11-12, 2001 meeting, approved Commission and Department staff recommendation for the delegated authority to approve minor TCRP project amendments as follows:

- Delegate authority to the Commission and Department TCR Program Managers to approve minor TCRP project changes. This would allow the timely approval of minor project changes for requests that are consistent with the original project purpose and need in the approved project application, and in which the fiscal year (FY) for the ultimate project completion does not change.
- Direct staff and the Department to include approved minor TCRP changes within their delegated authority report to the Commission.

The Commission requested further clarification between major and minor amendments regarding "original project purpose and need".